

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 14

Project: Belmont Mill Renovations

Project No.: L33

Date: 24 February 1998

Present: Matt Upton, Belmont Town Administrator; Gary Boisvert, Code Enforcement Officer; Donna Lane, CDBG Administrator; Kristen McNeil, Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Rain, 30° to 35° F

Work in Progress: Masonry restoration at east elevation
Sitework, water line, site drainage, debris removal
Plumbing and HVAC rough-in
Electrical rough-in
TJI Roof framing installed
Gable end framing complete
Metal stud framing at 1st, 2nd and 3rd level
Steel frame erection complete
Elevator piston installed

Present at Site: Roads Corporation
EJM Electrical
Gilbert Masonry
Lamy Plumbing and Heating
Hiltz

Observations:

- Construction is in progress.
- Deterioration of outer brick wythe at window openings, north and west wall at northwest corner.
- No primer on structural steel.
- Bolting of PSL's as specified by Tirey complete per Roads.

Schedule:

- Roof sheathing this week
- Rivco windows to arrive on site this week
- Elevator parts have been delivered
- Slow progress of masonry restoration
- Sewer line installation by the end of next week

Old Business:

6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary. (2/24): Matt will be away from April 8 to April 18, 1998.

March 10 and 31
April 14 and 28

Every two weeks

10.4 Clapboard siding: It is the intention of the Contractor to install wood siding on the addition, and recommends vinyl siding for the dormers for ease of maintenance. The owner suggested that a new OSB product be considered. Contractor and Architect to review the product. (12/30): Owner authorized SmartLap siding by Louisiana-Pacific to be used at all locations in lieu of vinyl siding or red cedar clapboard siding. Architect to issue formal approval with size and color selection. (1/13): Approval was issued by the Architect. The Contractor will price and present another alternative siding material, cement board, for consideration by the Owner and Architect. (1/27): Product data and sample of Cemplank siding delivered to the Architect. Owner to review. Contractor to obtain pricing information and propose siding system. (2/24) Contractor will install Cemplank siding.

Action: Complete

10.7 Masonry Testing: Contractor requests clarification as to the extent of masonry materials testing that will be required. Owner's engineering budget is tight. Architect to review with Tirey. (12/30): The proposed mortar shall be tested for strength and a sample is to be submitted for the Architect's review of the color. Contractor may proceed with masonry work prior to test results. (1/13): Mortar color was approved by the Architect. Contractor to test mortar strength. (1/27) and (2/24): Contractor to contact PSI for testing.

Action: Roads By: 2 March

12.5 Submittals: (1/13):

C. Contractor requests clarification of the requirements for Signs. The Architect will review the signage requirements with the Owner. (1/27) Signs to be by Owner. Contractor to delete signage and credit the Owner.

Action: Roads By: ASAP

13.1 Uncovered Conditions: (1/27): Rot was found at the existing beam on Line 6.3. Tirey made a site inspection on 1/22/98 and issued sketches on 1/23/98. Repair work complete. Cost to be determined. (2/24): Roads to submit costs for review and inclusion in future change order.

Action: Roads By: ASAP

13.2 East Tower Roof: (1/27): Contractor questioned the need for an EPDM membrane as called for in Proposal Request No. 2. Contractor to verify existing roof pitch. Proposal to include removal of existing roofing, inspection and repair of wood roof deck as necessary. Asphalt Felt paper underlayment and water & ice shield to be installed under shingles. Asphalt shingles may be installed (subject to adequate roof pitch) as per manufacturer's requirements and as allowed by Code. Contractor to provide Proposal. (2/24): Existing roof pitch is about 4 in 12.

Action: Roads By: ASAP

13.3 Windows: (1/27): Windows for all but the fourth floor have been ordered by the Contractor prior to review of submittal by the Architect. The Architect will assist in resolving outstanding questions so that all windows can be ordered. (2/24): Windows have been ordered.

Action: Complete

13.4 Window Sill Height: (1/27): Town representatives requested that the window sill height at the third floor level be raised. The Architect will review the impact on the construction, make recommendation and review with the Town, and issue instruction to the Contractor. (2/24): Sill heights modified and reviewed by Town. Gable end window rough openings will be raised.

Action: Complete

New Business

14.1 Monthly Requisition: (2/24): Application for Payment No. 6 was reviewed by the Architect and payment was approved.

14.2 Clinic Floor Plan: (2/24): The Architect will meet with Clinic personnel after construction meeting to discuss possible plan changes. Architect will notify Contractor of impending changes.

Action: CPWA By: ASAP

14.3 Painting Sub-contractor: (2/24): LK Painting will be the drywall finish and painting contractor. Paint submittals will be forthcoming.

RGH/mcb

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

ROADS

**CORPORATION
BUILDING DIVISION**

MEMO

Date:	4/15/98	Project:	Belmont Mill Renovations
To:	Rick Holt Christopher P. Williams, Architects P.O. Box 703 Meredith, NH 03253		
Fax:	603/279-5866		
From:	Andy Frost		

Rick:

I am in receipt of Change Orders Nos. 4 & 5.

Change Order 5 will be signed and returned to Belmont for Matt's signature.

I am not signing Change Order No 6 as written. Please revise Change Order 6 as discussed at the meeting. Do not include Item No. 1. The amount remains in dispute.

Thanks

-Andy

Copy to: EJM
Jobsite
DONNA LAURE

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 15

Project: Belmont Mill Renovations

Project No.: L33

Date: 10 March 1998

Present: Matt Upton, Belmont Town Administrator; Rick Siegel, Belmont Fire Dept.; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Partly Sunny, 50° to 55° F

Work in Progress: HVAC rough-in
Electrical rough-in
Roof Dormer framing
Stair Tower Carpentry
Sprinkler System
Window delivery

Present at Site: Roads Corporation
EJM Electrical
Ductwork Subcontractor

Observations:

- Construction is in progress.
- Main Roof sheathing is installed.
- Masonry restoration at north end, east side complete.
- Rough site grading complete.
- Site utilities installed.
- Sprinkler contractor reviewed details with Belmont Fire Dept.
- Ceiling heights in **Corridor 204** and **Office 1, 206** may be reduced to 8'-6" to allow clearance for ductwork.
- Dropped soffit at east end of **Corridor 204** may be required to conceal sprinkler piping.

Schedule:

- Work at 3rd floor on hold. Electrical Contractor has work only until the end of the week.

Old Business:

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary. (2/24): Matt will be away from April 8 to April 18, 1998.

March 31
April 14 and 28

Every two weeks or as determined.

- 10.7 Masonry Testing: Contractor requests clarification as to the extent of masonry materials testing that will be required. Owner's engineering budget is tight. Architect to review with Tirey. (12/30): The proposed mortar shall be tested for strength and a sample is to be submitted for the Architect's review of the color. Contractor may proceed with masonry work prior to test results. (1/13): Mortar color was approved by the Architect. Contractor to test mortar strength. (1/27) and (2/24): Contractor to contact PSI for testing. (3/10): Test results received by Architect on 3/6/98.

Action: Complete

- 12.5 Submittals: (1/13):

C. Contractor requests clarification of the requirements for Signs. The Architect will review the signage requirements with the Owner. (1/27) Signs to be by Owner. Contractor to delete signage and credit the Owner. (3/10) Proposal receiver from Contractor. Credit to be included in the next Change Order.

Action: Complete

- 13.1 Uncovered Conditions: (1/27): Rot was found at the existing beam on Line 6.3. Tirey made a site inspection on 1/22/98 and issued sketches on 1/23/98. Repair work complete. Cost to be determined. (2/24): Roads to submit costs for review and inclusion in future change order. (3/10) Proposal receiver from Contractor and is being reviewed by Architect and Engineer.

Action: CPWA By: ASAP

- 13.2 East Tower Roof: (1/27): Contractor questioned the need for an EPDM membrane as called for in Proposal Request No. 2. Contractor to verify existing roof pitch. Proposal to include removal of existing roofing, inspection and repair of wood roof deck as necessary. Asphalt Felt paper underlayment and water & ice shield to be installed under shingles. Asphalt shingles may be installed (subject to adequate roof pitch) as per manufacturer's requirements and as allowed by Code. Contractor to provide Proposal. (2/24): Existing roof pitch is about 4 in 12. (3/10) Proposal receiver from Contractor. Credit to be included in the next Change Order.

Action: Complete

- 14.2 Clinic Floor Plan: (2/24): The Architect will meet with Clinic personnel after construction meeting to discuss possible plan changes. Architect will notify Contractor of impending changes. (3/10): Revised plan was approved by the Clinic on 3/9/98. Roads to provide construction costs estimate of changes for presentation to the Clinic by the Owner. CPWA to provide cost estimate of design fees. Sub Contractors are running out of work and may have to suspend operations soon if not given the OK to proceed with the changes. Architect will contact Consultants and determine schedule for completion of drawings. The Fire Alarm System configuration of two zones is to remain. The Waiting Room, 306 and Hall 2, and the remainder of the spaces to the north shall comprise one of the zones.

Action: CPWA / Roads By: ASAP

New Business

- 14.1 Steel Primer: (3/10): The structural steel at the addition does not have a coat of primer paint as required by the specifications. The Contractor will coat with primer, all the steel that is to be enclosed in the exterior envelope. A credit will be given to the owner for the value of the primer not provided on the remaining interior steel.

Action: Roads By: ASAP

- 14.2 Proposals: (3/10): The contractor has submitted the following proposals to the Owner for consideration.

A. Credit for cut and patch of existing concrete floor in lieu of removal and replacement. \$1,995.30 Credit to be included in the next Change Order.

B. Additional work to furr out around protruding bolt heads at beam reinforcement. Add of \$1,789.30 to be included in the next Change Order.

Action: CPWA By: ASAP

- 14.3 Misalignment: (3/10): The third floor of the addition is approximately 1 inch higher than the existing third floor level. Architect and Contractor to review options for transition.

Action: Roads/CPWA By: ASAP

- 14.4 Existing Stair: (3/10): The exposed portions of the existing treads and risers will be painted. The Ceiling is to be patched with beaded T&G boards to match. Architect will review the flame spread requirements of finish options.

Action: CPWA By: ASAP

- 14.5 Bases for site lights: (3/10): 24" diameter tube forms may be used for the sight light bases. Height above grade of concrete to be as per drawings, top edge to be chamfered.

14.6 Submittals: (3/10): Contractor inquired as to the status of fire damper, louvers, grills etc. submittal. Architect reported that these have not yet been received.

Action: Roads

By: ASAP

14.7 Subcontractors: (3/10): Roads distributed an updated list of subcontractors.

RGH/mcb

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 • Meredith, New Hampshire 03253 • 603-279-6513

FAX TRANSMITTAL

Date: March 13, 1998

To: Kristen McNeil
Roads Corporation
241 Treble Cove Road
N. Billerica, MA 01862

Fax: 508-439-0135

CONFIDENTIAL NOTE
The documents accompanying this telecopy transmission contain information from CPWA which is confidential or privileged and is intended only for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this telecopied information is prohibited. If you have received this telecopy in error, please notify us by telephone immediately so that we can arrange for retrieval of the original documents at no cost to you.

Re: Belmont Mill Renovations

Job#: L33

Message:

RE: Fire Alarm System.

- 1. Knox box is to be flush mounted.
- 2. I will not be able to talk to Matt about the status of the agreement with Mango until Monday at the earliest.

RE: Clinic. Revised drawings are at least a week away.

CC: MATT UPTON
DANNA LANE
JIM LITWINSKY
NED @ EJM
KEVIN @ TRI-STATE
PAUL LARRY BUMBING

From: Richard G. Holt, AIA

Fax #: (603) 279-5666

Copies To: _____

Pages Including this Cover Sheet: 1

Hard Copy to Follow: Yes No

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 16

Project: Belmont Mill Renovations

Project No.: L33

Date: 31 March 1998

Present: Matt Upton, Belmont Town Administrator; Albert Akerstrom, Fire Chief
Rick Siegel, Belmont Fire Dept.; Gary Boisvert, Code Enforcement
Officer; Donna Lane, CDBG Administrator; Andy Frost, Kristen McNeil,
Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams,
Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Sunny, 80° to 85° F

Work in Progress: Electrical rough-in
Roof trim installation
Interior window framing
Masonry Restoration, south wall
HMF delivery

Present at Site: Roads Corporation
EJM Electrical
Lamy Plumbing & Heating
Gilbert Masonry

Observations:

- Construction is in progress.
- Main Roof shingles to start next week.
- Masonry restoration on going at south end.
- Wood doors delivered.
- Finish hardware is stored at contractors' office.

Schedule:

- No subcontractor had to stop work due to Clinic Changes.
- Contractor projects completion by the end of June.

Old Business:

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary. (2/24): Matt will be away from April 8 to April 18, 1998. (3/31): OSP will observe the next meeting.

April 14 and 28

Every two weeks or as determined.

- 13.1 Uncovered Conditions: (1/27): Rot was found at the existing beam on Line 6.3. Tirey made a site inspection on 1/22/98 and issued sketches on 1/23/98. Repair work complete. Cost to be determined. (2/24): Roads to submit costs for review and inclusion in future change order. (3/10) Proposal received from Contractor and is being reviewed by Architect and Engineer. (3/31) Adjustment to proposal amount suggested by Engineer unless additional documentation can support the man-hours. No additional information available from the Contractor. Architect will make a determination so that the costs can be included in the next Change Order. At the end of the job, the Town administrator and Selectmen intend to review the circumstances and the service provided by the engineer associated with existing conditions of the beams and the cost of the extra work.

Action: CPWA By: ASAP

- 14.2 Clinic Floor Plan: (2/24): The Architect will meet with Clinic personnel after construction meeting to discuss possible plan changes. Architect will notify Contractor of impending changes. (3/10): Revised plan was approved by the Clinic on 3/9/98. Roads to provide construction cost estimate of changes for presentation to the Clinic by the Owner. CPWA to provide cost estimate of design fees. Sub Contractors are running out of work and may have to suspend operations soon if not given the OK to proceed with the changes. Architect will contact Consultants and determine schedule for completion of drawings. The Fire Alarm System configuration of two zones is to remain. The Waiting Room, 306 and Hall 2, and the remainder of the spaces to the north shall comprise one of the zones. (3/31): Plan has been approved by the Clinic. The Contractor was directed by the Owner to proceed with the changes as shown on the drawing distributed by the Architect: SKA-4, SKA-5, dated 2/27/98; P-1R, P-2R, HVAC-1R, dated 3/24/98; and SK-E3 dated 3/18/98. Contractor to provide summary of costs for the change to the Owner ASAP.

Action: Roads By: ASAP

- 4.1 Steel Primer: (3/10): The structural steel at the addition does not have a coat of primer paint as required by the specifications. The Contractor will coat with primer, all the steel that is to be enclosed in the exterior envelope. A credit will be given to the owner for the value of the primer not provided on the remaining interior steel.

Action: Roads By: ASAP

- 14.3 Misalignment: (3/10): The floor of the addition is slightly higher than the existing level at both the third and fourth floor. (3/31): Architect and Contractor reviewed the condition and discussed options for transition.

Action: Complete

- 14.4 Existing Stair: (3/10): The exposed portions of the existing treads and risers will be painted. The Ceiling is to be patched with beaded T&G boards to match. Architect will review the flame spread requirements of finish options. (3/31): Clear finish to be applied to the ceiling boards.

Action: Complete

- 14.6 Submittals: (3/10): Contractor inquired as to the status of fire damper, louvers, grills etc. submittal. Architect reported that these have not yet been received. (3/31): Louvers have been processed. No submittal to date for the Dampers and Grills.

Action: Roads

By: ASAP

New Business

- 15.1 CATV (3/31): Owner directed that CATV be roughed in to two locations at the first floor which will provide service at Classroom 2, north end of Common Space, Classroom 3, and south end of the Common Space. CATV can be supplied to other levels in the future at the tenants expense.

Action: Proposal by Roads

By: ASAP

- 15.2 Security System Agreement (3/31): The Town has entered into an agreement with Mango Security Systems to provide service for the Fire Alarm System.

- 15.3 Fire Alarm Panel (3/13): Due to a conflict with the building structural steel, the wall at the indicated location is to be furred out and the fire alarm system panel is to be flush mounted. There will be no additional cost to the Owner.

- 15.4 Paving (3/31): The Owner requested that the Contractor prepare a proposal to delete all the pavement and pavement marking from the scope of work contract. The Architect noted that pavement is required at the accessible path from parking to the building entrance for ADA compliance.

Action: Proposal by Roads

By: ASAP

- 15.5 Colors (3/31): Color selection of finishes, Color schedule and specifications were delivered to the Owner and Contractor. Otis Elevator is sending color samples of P3, Black Plum.

- 15.6 Signage (3/31): The Owner requested that the Architect prepare a list of required interior signs. The owner will purchase signs from Prison Industries.

Action: CPWA

BY: ASAP

- 15.7 Future Sign Power (3/31): The Contractor submitted a proposal in the amount of \$761.30 to provide power to the location indicated on the site plan for the future sign (N.I.C.). The contact documents indicate that the wiring for this sign ends at the time clock located in the Electrical Room. The Architect has recommended to the Owner that conduit and wire be installed from the timer to a junction box located in the Sprinkler room for future connection to the sign. There will be extra cost for this work. Owner to review.

Action: Owner

By: ASAP

- 15.8 Requisition (3/13): Application for Payment No. 7 was reviewed. Reduction of retainage was not allowed. Amount requested by the Electrical contractor was reduced by \$10,000 to assure adequate funds to complete the work. Certified Application was delivered to owner for payment.

- 15.9 Retainage (3/31): Contractor will submit to the Owner, in writing, a request for reduction of retainage per the provisions of the Contract Documents and provide a copy of Consent of surety.

Action: Roads

By: ASAP

RGH/mcb

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 17

Project: Belmont Mill Renovations

Project No.: L33

Date: 14 April 1998

Present: Rick Siegel, Belmont Fire Dept.; Gary Boisvert, Code Enforcement Officer; Kristen McNeil, Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Sunny, 65° to 70° F

Work in Progress: Electrical rough-in
Roof trim installation
Roof shingle installation
Interior dormer framing
Masonry Restoration
Plumbing Installation
HVAC installation
Framing at addition roof

Present at Site: Roads Corporation
EJM Electrical
Lamy Plumbing & Heating
Gilbert Masonry
Sheetmetal Contractor

Observations:

- Construction is in progress.
- Granite installation at south wall.
- Clinic partition framing complete, rough-ins underway.
- Concrete poured at addition floors.
- Structural steel primed.
- Dropped header at dormer ceiling to be eliminated.
- Slab at first leveled to be level and filled at joints prior to carpet installation.
- Sloped furring and gyp. bd. will be installed on the walls to cover the existing beam support brackets at the third floor.
- Finished ceiling height in lobby may be lowered a few inches to accommodate duct installation below the new steel beam.

Schedule:

- Contractor projects completion by the end of June.
- Masonry contractor is falling behind schedule.

Old Business:

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary. (2/24): Matt will be away from April 8 to April 18, 1998. (4/14): OSP will observe the next meeting.

April 28, May 12 and 26

Every two weeks or as determined.

- 13.1 Uncovered Conditions: (1/27): Rot was found at the existing beam on Line 6.3. Tirey made a site inspection on 1/22/98 and issued sketches on 1/23/98. Repair work complete. Cost to be determined. (2/24): Roads to submit costs for review and inclusion in future change order. (3/10): Proposal received from Contractor and is being reviewed by Architect and Engineer. (3/31): Adjustment to proposal amount suggested by Engineer unless additional documentation can support the man-hours. No additional information available from the Contractor. Architect will make a determination so that the costs can be included in the next Change Order. At the end of the job, the Town administrator and Selectmen intend to review the circumstances and the service provided by the engineer associated with existing conditions of the beams and the cost the extra work. (4/14): The amount of the Proposal was reduced by the Architect and is included in Change Order No. 6.

Action: Complete

- 14.2 Clinic Floor Plan: (2/24): The Architect will meet with Clinic personnel after construction meeting to discuss possible plan changes. Architect will notify Contractor of impending changes. (3/10): Revised plan was approved by the Clinic on 3/9/98. Roads to provide construction costs estimate of changes for presentation to the Clinic by the Owner. CPWA to provide cost estimate of design fees. Subcontractors are running out of work and may have to suspend operations soon if not given the OK to proceed with the changes. Architect will contact Consultants and determine schedule for completion of drawings. The Fire Alarm System configuration of two zones is to remain. The Waiting Room, 306 and Hall 2, and the remainder of the spaces to the north shall comprise one of the zones. (3/31): Plan has been approved by the Clinic. The Contractor was directed by the Owner to proceed with the changes as shown on the drawing distributed by the Architect: SKA-4, SKA-5, dated 2/27/98; P-1R, P-2R, HVAC-1R, dated 3/24/98; and SK-E3 dated 3/18/98. Contractor to provide summary of costs for the change to the Owner ASAP. (4/14): A preliminary proposal (No. 10) was delivered to the Architect. A complete proposal including all aspects of the work as well as the impact of time extension will follow ASAP. The Architect will forward a copy to the Town.

Action: Roads By: ASAP

- 4.1 Steel Primer: (3/10): The structural steel at the addition does not have a coat of primer paint as required by the specifications. The Contractor will coat with primer, all the steel that is to be enclosed in the exterior envelope. A credit will be given to the owner for the value of the primer not provided on the remaining interior steel. (4/14): Primer was applied to all structural steel. No credit is due.

Action: Complete

- 14.6 Submittals: (3/10): Contractor inquired as to the status of fire damper, louvers, grills etc. submittal. Architect reported that these have not yet been received. (3/31): Louvers have been processed. No submittal to date for the Dampers and Grills. (4/14): Submittal has been received and is being reviewed.

Action: Complete

- 15.1 CATV (3/31): Owner directed that CATV be roughed in to two locations at the first floor which will provide service at Classroom 2, north end of Common Space, Classroom 3, and south end of the Common Space. CATV can be supplied to other levels in the future at the tenants expense. (4/14): Proposal was received from the Contractor and included in Change Order No. 6.

Action: Owner/Roads By: ASAP

- 15.4 Paving (3/31): The Owner requested that the Contractor prepare a proposal to delete all the pavement and pavement marking from the scope of work contract. The Architect noted that pavement is required at the accessible path from parking to the building entrance for ADA compliance. (4/14): Proposal to be submitted for review prior to the next meeting.

Action: Proposal by Roads By: ASAP

- 15.6 Signage (3/31): The Owner requested that the Architect prepare a list of required interior signs. The owner will purchase signs from Prison Industries. (4/14): The Architect has sent the sign list to the Owner.

Action: Complete

- 15.7 Future Sign Power (3/31): The Contractor submitted a proposal in the amount of \$761.30 to provide power to the location indicated on the site plan for the future sign (N.I.C.). The contact documents indicate that the wiring for this sign ends at the time clock located in the Electrical Room. The Architect has recommended to the Owner that conduit and wire be installed from the timer to a junction box located in the Sprinkler room for future connection to the sign. There will be extra cost for this work. Owner to review. (4/14): Owner and Architect to review prior to next meeting.

Action: Owner By: ASAP

- 15.9 Retainage (3/31): Contractor will submit to the Owner, in writing, a request for reduction of retainage per the provisions of the Contract Documents and provide a copy of Consent of surety. (4/14): Request for reduction of retainage was received by the Architect and forwarded to the Owner. Owner to make determination.

Action: Owner By: ASAP

New Business:

- 16.1 Change Orders (4/14): The Architect delivered Change Orders No. 5 and 6 to the Contractor for signing. They are to be forwarded to the Owner for signing.

Action: Roads By: ASAP

- 16.2 Correction (4/14): Meeting Report No. 16 reported that no subcontractor had to stop work due to the Clinic Changes. However, the Electrical, HVAC, Plumbing and Sprinkler Contractors had to delay work resulting in at least a 50 percent slow down. The Contractor had to deviate from the project schedule.

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 18

Project: Belmont Mill Renovations

Project No.: L33

Date: 28 April 1998

Present: Matt Upton, Belmont Town Administrator; Rick Siegel, Belmont Fire Dept.; Gary Boisvert, Code Enforcement Officer; Donna Lane, CDBG Administrator; Judy Engalischev Office of State Planning; Andy Frost, Jim Litwinsky, Roads Corporation; Chris Williams, Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Sunny, 50° to 60° F

Work in Progress: Electrical rough-in
Masonry Restoration
Plumbing Installation
HVAC installation
Wall framing at addition
Thermal insulation
Gyp. Bd. loaded at first level
Steel stair installation

Present at Site: Roads Corporation
Gilbert Masonry
Steel erector

Observations:

- Construction is in progress.
- Dormer ceiling reframed and accepted.
- Existing masonry jamb at door no. 100A-3 may be square, not angled.

Schedule:

- Contractor projects completion by mid July.
- Progress of Masonry contractor will impact schedule.

Old Business:

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary. (2/24): Matt will be away from April 8 to April 18, 1998. (4/14): OSP will observe the next meeting. (4/28): Donna Lane will not attend meeting of May 12.

May 12 and 26
Every two weeks or as determined

- 14.2 Clinic Floor Plan: (2/24): The Architect will meet with Clinic personnel after construction meeting to discuss possible plan changes. Architect will notify Contractor of impending changes. (3/10): Revised plan was approved by the Clinic on 3/9/98. Roads to provide construction costs estimate of changes for presentation to the Clinic by the Owner. CPWA to provide cost estimate of design fees. Subcontractors are running out of work and may have to suspend operations soon if not given the OK to proceed with the changes. Architect will contact Consultants and determine schedule for completion of drawings. The Fire Alarm System configuration of two zones is to remain. The Waiting Room, 306 and Hall 2, and the remainder of the spaces to the north shall comprise one of the zones. (3/31): Plan has been approved by the Clinic. The Contractor was directed by the Owner to proceed with the changes as shown on the drawing distributed by the Architect: SKA-4, SKA-5, dated 2/27/98; P-1R, P-2R, HVAC-1R, dated 3/24/98; and SK-E3 dated 3/18/98. Contractor to provide summary of costs for the change to the Owner ASAP. (4/14): A preliminary proposal (No. 10) was delivered to the Architect. A complete proposal including all aspects of the work as well as the impact of time extension will follow ASAP. The Architect will forward a copy to the Town. (4/28): Costs presented in the progress budget appear to be high. Contractor to provide a breakdown of costs to the Owner and Architect for review.

Action: Roads By: 5/1/98

- 15.4 Paving (3/31): The Owner requested that the Contractor prepare a proposal to delete all the pavement and pavement marking from the scope of work contract. The Architect noted that pavement is required at the accessible path from parking to the building entrance for ADA compliance. (4/14): Proposal to be submitted for review prior to the next meeting. (4/28) If paving is deleted from the Contract, the Town will install the paving. Contractor to submit proposal.

Action: Proposal by Roads By: ASAP

- 15.7 Future Sign Power (3/31): The Contractor submitted a proposal in the amount of \$761.30 to provide power to the location indicated on the site plan for the future sign (N.I.C.). The contact documents indicate that the wiring for this sign ends at the time clock located in the Electrical Room. The Architect has recommended to the Owner that conduit and wire be installed from the timer to a junction box located in the Sprinkler room for future connection to the sign. There will be extra cost for this work. Owner to review. (4/14): Owner and Architect to review prior to next meeting. (4/28): Contractor to submit proposal for rough-in to Sprinkler Room.

Action: Roads/Owner By: ASAP

15.9 Retainage (3/31): Contractor will submit to the Owner, in writing, a request for reduction of retainage per the provisions of the Contract Documents and provide a copy of Consent of surety. (4/14): Request for reduction of retainage was received by the Architect and forwarded to the Owner. Owner to make determination. (4/28): There will be no reduction in retainage.

Action: Complete

16.1 Change Orders (4/14): The Architect delivered Change Orders No. 5 and 6 to the Contractor for signing. They are to be forwarded to the Owner for signing. (4/28): Change Order No. 5 has been executed and copies were distributed. Change Order No. 6 will be signed by Selectmen at April 28, 1998 meeting.

Action: Owner By: ASAP

New Business:

17.1 Requisition (4/28): Application for Payment No. 8 was reviewed. Reduction of retainage was not allowed and current payment was modified. Certified Application was delivered to Owner for payment.

17.2 PSNH Property (4/28): PSNH has indicated its intent to transfer the former sub station land to the Town. Upon formal transfer, the grading plan may be adjusted to moderate the grade transitions and the drainage swale may be relocated.

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

April 29, 1998

Andy Frost
Roads Corporation
241 Treble Cove Road
No. Billerica, MA 01862

Re: Belmont Mill Renovations

Dear Andy:

I am greatly concerned about the rate at which the masonry restoration is proceeding. It is my understanding that the projected completion date for this work keeps being pushed back. It was evident at today's site visit that the slow progress is beginning to delay the work of other trades. Frankly, at the current level of effort, I do not see how Gilbert Masonry can complete the work by the end of July.

I suggest that you and Gary determine a firm schedule for phasing and completion, then determine how that schedule is to be met. Either more hours on the job or an increase in the work-force will be necessary. I understand the problems associated with bringing in another contractor to finish the job, however, if that is what it takes, then so be it.

Any claims for extra moneys, due to a delay caused by any subcontractor, are not the responsibility of the Owner, nor will they be paid by the Owner. Further more, the Owner may be entitled to compensation for consequential damages for any lost revenue caused by a delay in completing the project.

Neither the Town nor I have any problem with the quality of the masonry work. I expect that whatever solution to the scheduling problem may be, the level of quality shall match that demonstrated to date.

Please keep me informed of your progress and plan of action.

Sincerely,



Richard G. Holt, AIA

RGH/sab

cc: Matt Upton
Donna Lane
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 19

Project: Belmont Mill Renovations

Project No.: L33

Date: 12 May 1998

Present: Matt Upton, Belmont Town Administrator; Gary Boisvert, Code Enforcement Officer; Andy Frost, Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Sunny, 55° to 65° F

Work in Progress: Electrical rough-in
Masonry Restoration
Window installation
Gyp. Bd. Installation, First Level
Site grading, Site Lighting bases

Present at Site: Roads Corporation
Gilbert Masonry
Hiltz
EJM
Drywall contractor

Observations:

- Construction is in progress.
- Partitions at clinic Conference room will be corrected.
- New grade at door to playground to be level with First floor.

Schedule:

- Contractor projects completion in July.

Old Business:

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

May 26, June 9 and 30
Every two weeks or as determined

- 14.2 Clinic Floor Plan: (2/24): The Architect will meet with Clinic personnel after construction meeting to discuss possible plan changes. Architect will notify Contractor of impending changes. (3/10): Revised plan was approved by the Clinic on 3/9/98. Roads to provide construction costs estimate of changes for presentation to the Clinic by the Owner. CPWA to provide cost estimate of design fees. Subcontractors are running out of work and may have to suspend operations soon if not given the OK to proceed with the changes. Architect will contact Consultants and determine schedule for completion of drawings. The Fire Alarm System configuration of two zones is to remain. The Waiting Room, 306 and Hall 2, and the remainder of the spaces to the north shall comprise one of the zones. (3/31): Plan has been approved by the Clinic. The Contractor was directed by the Owner to proceed with the changes as shown on the drawing distributed by the Architect: SKA-4, SKA-5, dated 2/27/98; P-1R, P-2R, HVAC-1R, dated 3/24/98; and SK-E3 dated 3/18/98. Contractor to provide summary of costs for the change to the Owner ASAP. (4/14): A preliminary proposal (No. 10) was delivered to the Architect. A complete proposal including all aspects of the work as well as the impact of time extension will follow ASAP. The Architect will forward a copy to the Town. (4/28): Costs presented in the progress budget appear to be high. Contractor to provide a breakdown of costs to the Owner and Architect for review. (5/12): Contractor to provide details of Mechanical costs, and adjust cabinet pricing. In general, the proposal appears to present a reasonable cost for the changes. Owner and Architect to review design and construction costs with Clinic administrator this week.

Action: Roads By: ASAP

- 15.4 Paving (3/31): The Owner requested that the Contractor prepare a proposal to delete all the pavement and pavement marking from the scope of work contract. The Architect noted that pavement is required at the accessible path from parking to the building entrance for ADA compliance. (4/14): Proposal to be submitted for review prior to the next meeting. (4/28) If paving is deleted from the Contract, the Town will install the paving. Contractor to submit proposal. (5/12): Proposal to delete paving, loam and seeding, pavement marking, etc. was reviewed by the owner. Contractor to inform the Owner with the total asphalt tonnage calculated for the job. Final decision pending this information.

Action: Roads By: ASAP

- 15.7 Future Sign Power (3/31): The Contractor submitted a proposal in the amount of \$761.30 to provide power to the location indicated on the site plan for the future sign (N.I.C.). The contact documents indicate that the wiring for this sign ends at the time clock located in the Electrical Room. The Architect has recommended to the Owner that conduit and wire be installed from the timer to a junction box located in the Sprinkler room for future connection to the sign. There will be extra cost for this work. Owner to review. (4/14): Owner and Architect to review prior to next meeting. (4/28): Contractor to submit

proposal for rough-in to Sprinkler Room. (5/12): Proposal to provide future sign wire to Sprinkler was approved by the Owner. Change Order will be issued ASAP.

Action: CPWA By: ASAP

- 16.1 Change Orders (4/14): The Architect delivered Change Orders No. 5 and 6 to the Contractor for signing. They are to be forwarded to the Owner for signing. (4/28): Change Order No. 5 has been executed and copies were distributed. Change Order No. 6 will be signed by Selectmen at April 28, 1998 meeting. (5/12) Completed Change Order No. 6 was distributed. Architect will forward copy to Donna Lane.

Action: Complete

New Business:

- 17.1 Status of Masonry Work (5/12): Additional bricks are on order, delivery is expected in about two weeks. Masonry work is now out of the critical path. Masonry Contractor has responded to letter of concern issued by Architect and Roads. Contractor to forward copy of response to the Architect.

Action: Roads By: ASAP

- 17.2 Category 5 Wiring (5/12): Proposal to provide computer wiring as requested by the Clinic staff and directed by the Owner at designated locations in the clinic was approved. Change Order will be issued ASAP.

Action: CPWA By: ASAP

- 17.3 Adjustment to Contract Time (5/12): Contractor requested a determination of the extra time and extra costs required to complete the work due to delays beyond the control of the Contractor. Owner, Architect and Contractor will establish a meeting to review this issue. Extra time required for the Clinic Changes are to be included in the Change Order for that work.

Action: All parties By: ASAP

- 17.4 Funding (5/12) The Contractor requested that the Owner issue a letter stating the status of funding for the Work and the Towns intent to make full payment to the Contractor.

Action: Owner By: ASAP

- 17.5 Master Key System (5/12): The hardware specialists meet with the Owner, Architect, and Clinic personnel to establish the Keying System. Modifications to the door hardware will be required to provide security at Daycare and limit access to the Fourth Floor.
- 17.6 Kudos (5/12): The Code Enforcement Officer reported that the State Electrical Inspector was very impressed with the quality of the Electrical work.

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 21

Project: Belmont Mill Renovations

Project No.: L33

Date: 9 June 1998

Present: Matt Upton, Belmont Town Administrator; Rick Siegel, Belmont Fire Department; Gary Boisvert, Code Enforcement Officer Donna Lane, CDBG Administrator; Andy Frost, Kristen McNeil, Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Sunny, 65° to 70° F

Work in Progress: Electrical work
Gyp. Bd. Installation
Siding installation
Mechanical work

Present at Site: Roads Corporation
LK Painting (drywall finished, painter)
EJM
Paul Lamy P&H

Observations:

- Construction is in progress.
- Light Fixture change required at Common Room, First Level

Schedule:

- Contractor projects completion in July.
- Building Dedication August 8 1998.

Old Business:

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

June 30, July 14 and 28 and as needed.

- 15.4 Paving (3/31): The Owner requested that the Contractor prepare a proposal to delete all the pavement and pavement marking from the scope of work contract. The Architect noted that pavement is required at the accessible path from parking to the building entrance for ADA compliance. (4/14): Proposal to be submitted for review prior to the next meeting. (4/28) If paving is deleted from the Contract, the Town will install the paving. Contractor to submit proposal. (5/12): Proposal to delete paving, loam and seeding, pavement marking, etc. was reviewed by the owner. Contractor to inform the Owner with the total asphalt tonnage calculated for the job. Final decision pending this information. (5/28): \$20,000 worth of sitework needs to be backed out of the Contract. The sitework subcontractor will still do the work, but under separate agreement with the Town. Specific scope of work to be determined. (6/9) Balance of sitework to be backed out of Contract. Architect to prepare Change Order.

Action: CPWA By: ASAP

- 17.1 Status of Masonry Work (6/9): Balance of bricks due to be delivered this P.M.

- 17.3 Adjustment to Contract Time (5/12): Contractor requested a determination of the extra time and extra costs required to complete the work due to delays beyond the control of the Contractor. Owner, Architect and Contractor will establish a meeting to review this issue. Extra time required for the Clinic Changes are to be included in the Change Order for that work. (5/28): Owner, Architect and Contractor agreed that the extra time for the delay caused by the beam reinforcing was four weeks and that at the established rate for general conditions, the total value due the contractor is \$7,400. The Contractor is willing to arrange a deferred payment schedule. Owner will schedule a meeting to discuss this issue and review costs and responsibility with the Architect and Engineer. (6/9) Architect was requested to prepare a Change Order.

Action: CPWA By: ASAP

- 17.4 Funding (5/12) The Contractor requested that the Owner issue a letter stating the status of funding for the Work and the Towns intent to make full payment to the Contractor. (5/28): Letter forthcoming.

Action: Owner By: ASAP

- 20.2 Drywall installation (5/28): The drywall installation is behind schedule. Contractor to discuss with subcontractor and resolve. (6/9) Original Drywall contractor was fired from the job due to slow progress and poor quality of work. New Drywall installer is on site and is repairing previous work and installing new work. Roads to assure that employees

of original subcontractor are paid. It appears that the original installer was paid approximately 40 percent of the subcontract amount while installing only about 30 percent of the materials.

Action: Roads By: ASAP

- 20.3 Fourth Floor (5/28): Owner announced that there may be a tenant for the fourth floor and that fit-up would be required. (6/9): \$40,000 budget for changes to building which may include: two accessible toilet rooms, heating system design and installation, lighting, partitions and finish, carpet and VCT, plumbing, L.P. gas distribution, electrical modifications, sprinkler system changes, fire alarm system changes. Kitchen design and equipment to be provided by equipment vendor. The plumbing changes may effect the Clinic space below. Owner to determine if the tenant is qualified and notify the Architect. CPWA will not proceed with any extra services until authorized by the Owner. Owner to determine if this work is to become part of the existing contract by Change Order or if it will be executed as a separate contract. Contact at Laconia Technical College is Chris Merritz at 524-3207.

Action: Owner By: ASAP

New Business:

None

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File